



**Part time/On Call Resource Center Clerk**  
W.K. Kellogg Bird Sanctuary  
W.K. Kellogg Biological Station  
12685 East C Avenue  
Augusta, MI 49012

**POSITION:** Resource Center Clerk

**SITE:** MSU's Kellogg Bird Sanctuary. Near Battle Creek, 70 miles from East Lansing

**POSITION DETAILS:** Saturday and Sunday are mandatory and weekdays if needed 16-20 Hours/week

- RESPONSIBILITIES:** *100% Store Service-*
- Greet and assist visitors regarding their visit to the Bird Sanctuary
  - Assist callers and visitors with general Sanctuary, Biological Station and wildlife related questions
  - Perform cash register operations and complete daily deposits
  - Miscellaneous daily office duties include answering telephone, sorting mail, making copies and basic word processing and data entry
  - Assist with scheduled inventory
  - Ordering for gift shop
  - Help with events as needed

- QUALIFICATIONS:**
- Ability to multi-task
  - Knowledge of Microsoft Office software
  - Accuracy and basic math skills for cash register operations
  - Ability to work independently and as a team member
  - Ability to problem solve and make effective decisions
  - Excellent communication skills – in person, phone and electronic
  - Strong work ethic
  - Attention to detail

**SALARY:** \$11.00/hour

**CONTACT:**

<i>Kellogg Bird Sanctuary</i>	<i>Phone: 269-671-2510</i>
<i>12685 East C Ave.</i>	<i>Fax: 269-671-2474</i>
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